

**VIDEO PRODUCTION SPECIALIST AIDE**  
**VIDEO PRODUCTION SPECIALIST I**  
**VIDEO PRODUCTION SPECIALIST II**  
**VIDEO PRODUCTION SPECIALIST III**

**Class No. 002301**  
**Class No. 002317**  
**Class No. 002318**  
**Class No. 002397**

**DEFINITION:**

To plan, direct, develop, schedule, and coordinate video production projects and in-house projects as well as cable casting to the public, and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Video Production Specialist I, II, III are professional classes allocated only to the Department of Media and Public Relations. The Video Production Specialist class series is responsible for producing broadcast and cablecast quality productions in both live and produced settings.

**Video Production Specialist Aide:** Video Production Specialist Aide is a paraprofessional classification associated with the Video Production Specialist series. Under immediate supervision, incumbents are assigned the less difficult video production work and assist the Video Production Specialist I, II and III classes on video production projects.

**Video Production Specialist I:** This is the entry - level professional class in the Video Production Specialist class series. Under general supervision, a Video Production Specialist I works independently on less difficult video productions and works cooperatively with higher classes on more complex projects. Incumbents are expected to assume responsibility for progressively more complex productions with increased independence.

**Video Production Specialist II:** This is the journey level class in this series. Under general supervision, Video Production Specialist II's are responsible for completing video productions that include Board of Supervisor meetings, directing studio, field productions and in house conferences. Incumbents assume responsibility for all aspects of production (i.e., videography, editing, writing, lighting, audio, technical support and graphics).

**Video Production Specialist III:** This is the lead level. Under direction, this class provides technical guidance and leadership to others and acts as Executive Producer of regular and special productions. This class reports to the Broadcast Production Coordinator who is responsible for supervising, directing, scheduling and coordinating broadcast and cablecast staff.

**EXAMPLES OF DUTIES:**

**Video Production Specialist Aide:**

Performs the least difficult video production work; assists the Video Production Specialist I, II and III classes on video productions projects, including County Board of Supervisor's (Board) meeting coverage; serves as the primary crew, technical support and support personnel for all County Television Network (CTN) productions; duplicates video tapes for County staff and members of the public; may assist the Broadcast Production Coordinator in programming functions for CTN.

**Video Production Specialist I:**

All the duties mentioned above including: informs citizens and employees of County programs and services through

video and cable television technology; assists in video productions for governmental programming; assists in the videotaping operations of Board meetings; assists the Broadcast Production Coordinator in programming functions for CTN.

#### Video Production Specialist II:

All the duties mentioned above including: directs the video production of Board meetings and other governmental meetings which are cablecast over local television systems; produces and edits video tapes and other governmental programming; writes scripts for various video productions; assists in the supervision of temporary staff; assists in the designing, specifying and recommending procurement of fixed assets and minor equipment; oversees playback operations for governmental programming; recruits and recommends temporary staff; may work with Board of Supervisors Staff, executives and others on audio-visual presentations for both televised and non-televised events.

#### Video Production Specialist III:

All of the duties listed above including: provides technical guidance and leadership to others in a supervisory role; supervises field productions of CTN projects; coordinates and assigns production staff; recommends procurement of fixed assets; recommends procurement of minor equipment and video-multi-media resources; acts as producer or on air talent for regular and Special Programming on the County Television Network; schedules and supervises crew and post production of final projects; supervises research and writing for CTN projects; assists in the design, development and production of new programming for CTN; develops and produces stories for CTN.

#### MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: A = Video Production Specialist Aide  
I = Video Production Specialist I  
II = Video Production Specialist II  
III = Video Production Specialist III

#### Knowledge of:

A	I	II	III	
T	T	T	T	Operation of broadcast and professional video equipment.
T	T	T	T	Technical terms of video production.
T	T	T	T	Routine maintenance and minor repairs of video and audio equipment.
T	T	T	T	Fire and safety precautions necessary during operation of video equipment.
G	G	T	T	Maintenance schedules for production equipment.
G	G	T	T	Personal computers and computer systems.
G	G	T	T	Preparation and maintenance of work records, logs and reports.
--	--	G	T	Principles and practices of project budget preparation.
--	--	G	G	Direction techniques for video productions and public meetings.
--	--	--	G	Principles and practices of training and supervision.

#### Skills and Ability to:

**The following skills apply to all classes:**

- Analyze situations, develop and/or recommend solutions to video production problems.
- Produce work products using computer equipment.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Prepare written and oral reports for boards and commissions.

Video Production Specialist III (in addition to the above):

- Provide technical guidance and training to subordinate workers.
- Coordinate, schedule and produce work in both timely and cost effective manner.
- Develop and implement production quality control procedures.
- Research, recommend and apply new state-of-the-art telecommunications technology and methods.
- Learn and follow county budget, purchasing and personnel policies and procedures.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience that would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience are:

Video Production Specialist Aide:

Experience in shooting and/or editing broadcast video projects. A bachelor's degree in telecommunications or a closely related field is desirable.

Video Production Specialist I:

1. A bachelor's degree from an accredited college or university in telecommunications or a closely related field; OR,
2. Two (2) years of full-time, professional experience planning, shooting, editing and scheduling broadcast projects; OR,
3. Three (3) years of experience as a Video Production Specialist Aide in the County of San Diego, assisting in the shooting, editing and general operations work of cable and broadcast projects.

Video Production Specialist II:

1. Three (3) years of full-time, professional experience planning, shooting, editing and scheduling broadcast projects; OR,
2. A bachelor's degree from an accredited college or university in telecommunications, or a closely related field, AND, one (1) year of full-time, professional experience planning, shooting, editing and scheduling broadcast projects.

Video Production Specialist III:

1. Two (2) years of experience as Video Production Specialist II in the County of San Diego; OR,
2. A bachelor's degree from an accredited college or university in telecommunications, or a closely related field, AND, five (5) years of full-time, professional experience planning, shooting, editing and scheduling broadcast projects.

Video Production Specialist III:

Note: Four (4) years of video production, broadcast, programming and/or related work experience may be substituted for the educational requirements.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Working Conditions:**

Occasionally required to work evenings and weekends.

**Physical Requirements:**

Must be able to lift up to 50 lbs.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).